**Lab Exercises**

**There is a library that baying many of products such as books, pens and gift that meet the requirement of student.**

-Open MSOffice Excel to do the following example:

Write the following data in excel worksheet:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Name** | **Country** | **Year** | **book** | **Pen** | **Gift** |
| 1 | Ahmmed | Jeddah | 2012 | 200 | 100 | 400 |
| 2 | Ebrahim | Abha | 2012 | 250 | 150 | 350 |
| 3 | Waleed | Alriyadh | 2013 | 300 | 600 | 500 |
| 4 | Khalid | tabok | 2013 | 200 | 100 | 480 |
| 5 | Kmal | Alkhobar | 2012 | 180 | 300 | 200 |
| 6 | Faisal | Jeddah | 2014 | 400 | 250 | 700 |

1. Freeze the first row in the worksheet.
2. Insert a table to the above data in the worksheet.
3. Rename the previous table to (library).
4. change the table style.
5. Find Faisal record and replace it with Mohammed.
6. Sort the Name column in ascending order.
7. Use filter feature to show only book equal 200.
8. Calculate the total for all gift grade using Total Row.
9. Convert the table to PivotTable and calculate the total for each product of books, pens and gift according to countries and years.
10. Create a PivotChart using PivotTable.